



Blackboard Learn™ Academic Collaboration Essentials

Blackboard

Onsite Blackboard Training

Overview

The Academic Collaboration Essentials workshop covers all of the learning content management capabilities, communications tools, assessment and performance managers, e-Portfolio features, and e-Reserve functionality in the Blackboard Learn™* technology. It introduces participants to the pedagogy of online learning and presents best practices for teaching and learning in both Web-enhanced and distance education environments.

Workshop Topics and Outcomes

Session 1: Introduction to the Academic Collaboration and Building Courses

- **Blackboard Learn Overview.** Discuss the value of Blackboard Learn - Academic Collaboration* technology; Identify online teaching and learning use cases; Personalize tab content and layout; Modify modules; Explore My Places**; Navigate the course environment as a student and instructor user using Action Menus and Buttons**.
- **Designing the Course Structure.** Plan the course structure to align with course content and audience characteristics; Add Content Area, Tool Link, External Link, Course Link, Sub-header** and Divider** menu items; Create a Course Module Page; Review Notification** features.
- **Customizing the Course Environment.** Review and set course properties; Determine course style setting, including content display options**; Enable and disable course tools; Create a Staff Profile; Issue an Announcement; Schedule a Calendar Item; Input Glossary items.
- **Collecting and Managing Content.** Add files and folders individually and in bulk using Web Folders (drag and drop technology); Build an external link; Manage file and folder properties; Move files to and manage the Recycle Bin; Establish Personal Settings.
- **Managing and Sharing Course Content.** Link course and content areas to files and folders stored in Content Collections; Link content items stored in Collections to course tool areas (i.e. Announcements); Export tests or surveys to collections; Identify course tools related to Content Management technology.
- **Presenting Course Content.** Structure course content using Learning Modules and Course Links; Enable individualized instruction with Adaptive Release.
- **Managing Courses.** Enable and disable course tools; Copy, recycle, archive, export and import a course.

Session 2: Assessing Learners

- **Issuing and Collecting Assignments.** Identify common assignment lifecycle elements; Create, deploy, retrieve, grade, and return Assignments; Prevent plagiarism with SafeAssign™.
- **Creating, Deploying and Reviewing Tests and Surveys.** Identify common assessment lifecycle elements; Develop and manage tests using multiple question types and options such as extra credit; Deploy tests using attempt, self-assessment, feedback, and presentation options; Retrieve and grade tests; Discuss the value of Question Pools and Random Block tests; Compare and contrast the test and survey development and deployment processes.
- **Establishing Self and Peer Assessments.** Identify Self and Peer Assessment use cases and lifecycle; Create, monitor and evaluate a Self and Peer Assessment; Import and export a Self and Peer Assessment; Discuss tips on enabling student success with Self and Peer Assessments.



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- **Creating Accountability and Monitoring Performance.** Establish Early Warning System rules and Notifications**; Review the Alerts and Needs Attention modules**, Performance Dashboard, and Tracking Reports for user information; Customize the Grade Center views and settings; Define Grading Schemas Grading Periods; Record, modify, weight and manage grades and reports.

Session 3: Enhancing Communication

- **Supporting Student Interaction.** Define online communication and collaboration methods and tools; Discuss tips for planning a communication strategy.
- **Communicating with Email and Messages.** Communicate using the Email and Messages tools; Compare and contrast the use cases, benefits and challenges of each.
- **Interacting with the Discussion Board.** Define Discussion Board hierarchy, roles and settings; Create and manage Discussion Board forums and threads; Search, collect, tag, flag, and grade forums and threads; Review Discussion Board statistics within the Performance Dashboard.
- **Creating and Managing Groups.** Identify collaborative learning use cases and considerations; Describe Group Settings; Create and populate Groups and Group Sets** with self-enroll, manual, and random enroll options**; Create a Group Module Page**; Add, monitor and Grade a Group Assignment**; Discuss tips for enabling successful group work.
- **Teaching with Blogs** and Journals**.** Identify Blog and Journal use cases; Enable individual, group, and course Blogs; Assign individual and group Journals; Discuss best practices for monitoring Journals and Blogs.
- **Collaborating with Text Chat and the Virtual Classroom.** Explore features of the Virtual Classroom including the whiteboard, Web browsing, and course content display features; Discuss Virtual Classroom and Lightweight Chat facilitation best practices.

Session 4: Discovering and Sharing Content and Creating e-Portfolios

- **Sharing and Collaborating with Content.** Identify content and collaboration use cases; Modify file and folder permissions; Use Versioning, Tracking, and Comment features; Create and email Passes on files and folders; Schedule, monitor and complete a Workflow.
- **Discovering Content.** Tag content with metadata; Search and bookmark content; Create and search for Learning Objects, including reusable objects.
- **Library Content Management.** Discuss process to store intellectual property-protected materials in e-Reserves; Access content stored in the Library Collection and link course content areas to files.
- **Creating and Managing e-Portfolios.** Identify uses for e-Portfolios; Define and collect e-Portfolio artifacts; Create a Personal Portfolio; Share, view, download, and comment on e-Portfolios; Discuss Portfolio templates and e-Portfolio quality assurance.
- **Locating Resources.** Locate and search the online instructor manual and Quick Tutorials; Navigate Behind the Blackboard™ for product documentation and release notes; Identify additional resources including the Knowledge Base, Ask Dr. C, and Blackboard Connections.



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Who Should Attend

All users who will be building, facilitating, managing and supporting content and courses at the institution:

- Blackboard Learn™ (Release 9.x)
- Blackboard Academic Suite™ (Releases 6.x, 7.x, 8.0) – The workshop topics will be modified accordingly for institutions running these previous versions.

Duration and Costs

- Workshop is 4 days in length (6 hours of instruction each day)
- 10,200 USD for up to 15 participants (training consultant travel and expenses are not included in the cost)

For any questions, please email training@blackboard.com or contact your Client Manager.

* **Note:** Prior to Release 9.0, this was known as the Blackboard Academic Suite™ including the Blackboard Learning System™, Blackboard Content System™ and Blackboard Community System™.

** **Note:** Indicates features and functions specific to Release 9.0